ARC Applications Security Statement (Oracle Federal Financials, Oracle Discoverer, Prism, Travel Manager)

At the Administrative Resource Center, we understand the importance of feeling assured that your online Internet data and transactions are secure. Because of this, we have incorporated the following steps to maintain the security of your agency's information.

User ID and Password: The first line of defense in any computer system is the requirement that anyone accessing the computer system sign in using a specific user ID and password. The individual accessing the computer system is the only person that knows both the user ID and password, which prevents other, unauthorized individuals from accessing information or data that they are not approved to access. ARC supplies users with their user ID and initial password and upon login the user is prompted to change their password to one that only they know.

Encryption: Encryption is the general term that describes the process of protecting Internet Web site data from being read by unauthorized individuals by transforming plain text into an unintelligible form (ciphertext) during transmission. The protected data must be deciphered using a decryption process before it can be read. An encryption key is the code used to encrypt or decrypt the data. Whenever you enter a Web site or Web page that has an active encryption process in place, a padlock logo will appear within your Internet Web browser software. The padlock logo indicates that you are in a secure Web site or page. All of ARC's applications utilize an encryption process to protect the privacy of your online Internet data and transactions and you will see a padlock logo anytime you are in one of the Web sites.

Secure Socket Layer (SSL): SSL is a technology developed by Netscape and adopted by all vendors producing related Web software. SSL negotiates and employs the essential functions of mutual authentication, data encryption, and data integrity for secure data and transactions. Internet Web sites that begin with "https" indicate that an SSL connection will be used. ARC applications utilize SSL to protect the privacy of your online data and transactions.

Anti-Virus Software: Computer viruses are wide spread today and can have very costly effects on an organization. To help lessen the risk of virus attacks, ARC keeps active and up-to-date anti-virus software on all our PCs and servers. In addition, ARC requires the use of up-to-date anti-virus software on all customer agency PCs accessing our applications. This requirement is communicated in writing to customers in an annual customer agreement and an applications access request form, both of which are signed by authorized officials at the customer agency.